



Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

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MEMORANDUM

Date	Action Requested
October 6, 2005	Please Review.
To	Deadline
Executive Officers of the Superior Courts	N/A
Fiscal Contacts of the Superior Courts	Contact
From	Mark Garcia
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Director, Executive Office Programs Division	
Subject	
Court Interpreter Program (CIP) Expenditure	
Reporting and Reimbursement Changes For	
Fiscal Year 2005–2006	

The Administrative Office of the Courts (AOC) is revising the way court interpreter cross-assigned work is reimbursed and reported on the Quarterly Financial Statements (QFS) and Court Accounting and Reporting System (CARS). This memorandum outlines the new process.

For FY 2005–2006, it is anticipated that there will be sufficient funds available to fully reimburse trial courts for normally allowable court interpreter costs, including the standard salary and average benefits* for the newly created SB 371 Staff Interpreter positions. As a result, courts no longer need to invoice and reimburse each other for interpreter services provided under cross-assignment.

* Staff Interpreter salaries in excess of \$265 per day and associated benefit costs in excess of each court's own average benefit costs are not reimbursable and are the responsibility of the court.

Effective immediately, “home courts” that cross-assign interpreters to “away courts” should no longer charge the away courts for those services. Instead, home courts will simply post their expenses on their QFS to be reimbursed directly by the AOC through the normal monthly allocation and distribution processes.

Any reimbursement already paid by an away court or received by a home court should be reported on the QFS or in CARS in accordance with the old procedures. Services recently performed but not yet invoiced should be processed under the new procedures.

The elimination of the cross assignment reimbursements does *not* change how interpreter services are requested or provided. Additionally, when it is necessary to offer an extraordinary rate to secure the services of a home court’s interpreter, the away court shall have the final decision on the amount to be paid for that contract, because it is the away court that has the need to be filled. Because it is the intent to fully fund the program in the current year, this should not result in a fiscal impact to the home court.

If you have any questions regarding this memo, please contact Mr. Mark Garcia, using the contact information provided on the first page of this memorandum.

CMH/PS/MG/bf

Attachment

cc: AOC Executive Management Team

Stephen Nash, Assistant Director of Finance, AOC Office of Budget Management

Marcia Caballin, Budget Manager, AOC Office of Budget Management

Denise Friday, Supervising Budget Analyst, Trial Court Regional Budget Support Unit,
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